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Succeeding as a Campus Organization with Engagement, Events, and Transitions

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What are the most important aspects of your organization?

A. Issues Affecting Retention

1. Meetings and events are _____ or _____.
2. Make meetings _____ and _____ with lots of _____.
3. A _____ welcomes people to the meeting or events.
4. Have _____ to give the attendees a chance to meet other people.
5. Call the meeting to order on _____!
 - a. Have _____ playing.
 - b. _____ the meeting and post it so members can access it later if they could not attend live.
 - c. Lead a group _____ such as the Pledge of Allegiance.
 - d. Recite club or organization _____.
 - e. Have an invocation, humorous story, thought of the day, or this day in _____.
 - f. Offer member _____ in the form of the "membership minute".

- g. Give members an _____ to talk about what is going on with them, _____ concerns, and _____ how they feel.
- h. _____ report on their activities and items of interest.
- i. Introduce special _____.
- j. Have the greeter introduce other guests and meeting _____.
- k. _____ report on their area of responsibility and upcoming activities.
- l. Recognize _____, big accomplishments, milestones.
- m. End the meeting on _____!

B. The organization is not what the student _____ it to be.

- 1. Be _____ and upfront regarding what the club/organization is about.
- 2. Be clear regarding expectations about _____ attendance and how much _____ is required!
- 3. Have a varied _____ of activities, some of which can include other _____ members and friends, such as _____ projects.

C. Challenges _____ members from being _____.

- 1. _____ for the student have changed:
 - a. _____ with work or class schedules.
 - b. Another _____ meets at the same time.
 - c. Academic _____ may be heavier than expected.
- 2. Employ:
 - a. All available _____!

- b. Have more than _____ meeting per week, at a different time and day, perhaps led by the vice-president.
 - c. Participation in _____ and activities even if they cannot make meetings.
3. _____ issues
- a. Consider the _____ that someone should have to pay to be involved.
 - b. Use an _____ for financial commitments.
 - c. Conduct _____ - _____. (You must clearly state the purpose of the activity and what the money is for.)
Virtual fundraising ideas: <https://bit.ly/311YZyj>
4. Members miss a lot of _____.
- a. _____ to let them know they were missed
 - b. Send a _____ note
5. Make the club or organization fun to be a part of by making membership in the organization _____.
- a. Conduct an induction _____.
 - b. Give a _____ of membership or a name badge. Give value to membership in the group through _____ (scholarships, conventions, networking, etc.)

D. Effective Officer Transitions

1. Writing effective _____ is of value to every organization. They should include:
 - a. Time the meeting began and ended.
 - b. Summary of events during the meeting.
 - c. Exact detail of actions taken, including motions.

- d. Who was in attendance at the meeting.
 - e. Future plans, programs, and activities.
(Minutes template can be found at <https://bit.ly/2XQZo68>)
2. Create a _____, using tabbed dividers.
 - a. _____.
 - b. Sample _____.
 - c. Sample _____.
 - d. _____ of the year's activities.
 - e. Who to _____.
 3. Meet with your _____. Give them the ins and outs, the good and the bad, goals accomplished and what is still left to do. And get their _____ info! [Email, phone, social media, etc.]
 4. Give a copy of all materials to the _____. When I was Circle K District Administrator, we found that 20-25% of the new officers elected in the spring either didn't _____ in the fall or just fell of the _____. Those resources and materials may be lost in those cases.
 5. Be focused and _____ with your transition and you will ensure the continued _____ of your club or organization.

This is your legacy!

E. Planning Your Own Leadership Retreat

1. Determine if you are going to do it _____ or _____ . If in-person, where are you going to hold it?
2. Review the roles and responsibilities of each _____.
3. Do a _____ session for the organization, the executive board, and each position.

- 4. Have _____ to allow people to interact and get to know each other. Gently nudge them from their comfort zone.
- 5. Pass on _____, _____, _____, _____, etc.
- 6. Have strong _____ but make the learning _____!

F. The 5 “R’s” of Retention”

- 1. Give them a _____.
- 2. Enforce _____.
- 3. Give out _____.
- 4. Assign them a _____.
- 5. Help build _____.

G. Points of Information About Meetings

- 1. Play _____.
- 2. Use _____ and _____.
- 3. _____.
- 4. Let _____ know in _____ that they will be _____ to speak or report.
- 5. _____ your meeting format (example)
 - a. Week One: Business
 - b. Week Two: Social and fun
 - c. Week Three: Service Project
 - d. Week Four: Speaker
- 6. _____ on time, _____ on time.
- 7. Use _____ to make a _____.